

## INSTRUCTIONS FOR GUARDIANSHIP REPORT DUE DATE CALCULATOR

1. Starting on the first TAB of the Excel worksheet (*labeled "Calculator"*), enter the type of guardianship appointment using the drop down arrow. (*emergency temporary or permanent guardian*)
2. Enter the Date Letters of Guardianship were issued by the Court. (Use drop down choices for month, day and year. **Note:** accepts dates between 1/1/2001 – 12/31/2029)
3. Did the Court Order a calendar year reporting period? Default answer is "No"
4. The first TAB ("*Calculator*") will show the initial report due dates, and continuing annual report due dates using Florida statutes as of 7/1/17.
5. The second TAB (*labeled "PLENARY SCHEDULE"*) shows due dates for the guardian of person and property for a 10 year period from the date Letters were issued.
6. The third TAB (*labeled "GDN PERSON SCHEDULE"*) shows a schedule of due dates for the guardian of person only for a period of 20 years from the date Letters were issued.
7. The fourth TAB (*labeled "GDN PROPERTY SCHEDULE"*) shows a schedule of due dates for the guardian of property only for a period of 20 years from the date Letters were issued.
8. TAB two ("*PLENARY SCHEDULE*"), TAB three ("*GDN PERSON SCHEDULE*") and TAB four ("*GDN PROPERTY SCHEDULE*") allow input for the Ward's name, case number, and Guardian name so the form can be printed for future record keeping purposes.

*For illustration only based on Florida Statutes 744.3031, 744.362 and 744.367 and Brevard County Administrative Order 15-40 in effect 7/1/17. Please contact your attorney for specific requirements.*